

NORTEL NORSTAR

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Compact ICS Telephone Feature Card





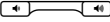
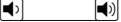




About this card

Use this card as a quick reference for accessing the features of your telephone. Your system administrator will inform you if any of these features are not available for your telephone.




Buttons





This card uses the Business Series Terminals button icons. The table below shows which buttons to use on the different types of Nortel Networks telephones.

Button Name	T7000, T7100, T7208, T7316	M7100, M7208, M7310, M7324
Feature		
Hold		
Volume Control		
Release		

Norstar features




Background Music

Cancel    

Listen to music (provided by your office) through your telephone speaker when you are not on a call.

Button Inquiry

Check what is programmed on any button. Useful when labeling buttons.

Call Duration

Briefly display the approximate length of your current or most recent call.

Call Forward

Cancel   

Send your calls to another telephone in your Norstar system.

Call Park

Put a call on hold so that it can be picked up from any telephone in your Norstar system. The display shows a three-digit retrieval code.




To retrieve a parked call, press the Intercom button and dial a retrieval code on any telephone in your Norstar system.

On the M7100 telephone, just lift the handset and dial the retrieval code.

Call Pickup - directed

Answer any ringing telephone.

Press    and dial the extension number for the ringing telephone.

Call Pickup - group

Answer a call that is ringing at another telephone in your pickup group. The external call that has been ringing longest is answered first.

Call Queuing 8 0 1

Answer the next call. If more than one call is waiting, priority is given to incoming external calls over callback, camped, or transferred calls.

Camp-on 8 2

Re-route a call to another telephone, even if all its lines are busy.
Press 8 2, then dial the extension number of the receiving telephone.

Custom Call * 8 3 2

Routing (CCR) Turn CCR on or off. You must enter the System Coordinator or Basic password.

Class of 6 8**Service
password**

Change the dialing filters on a line or telephone for your next call, or gain external access to your system. Dialing filters determine which numbers you can dial.
Press 6 8 and enter a password provided by your system coordinator to change your class of service.

Conference 3

Establish a conference call between yourself and two other parties.

1. Make or answer the first call.
2. Put the first call on hold.
3. Make or answer the second call.
4. After the second call is connected, press 3.
5. Press the line or intercom button of the first held call (not required on the M7100 telephone).
6. Press to end the conference call.

To remove yourself from a conference permanently (unsupervised conference):

Press 7 0. The other two callers remain connected. (Some external lines may not support this feature. See your system coordinator.)

To put a conference on hold:

Press . The other two callers can still talk to each other.

To split a conference:

Press the line or intercom button of one caller to consult privately while the other caller is on hold. To re-establish the conference, press 3.

To disconnect one party:

Press the line or intercom button of the caller you want to disconnect, then press . Press the line or intercom button of the remaining caller to resume your conversation.

To independently hold two calls:

Press the line or intercom button of the first caller, then press . The second caller is automatically put on hold.

To re-establish the conference, retrieve one call from hold, press 3, then retrieve the second call from hold.

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